

Memorandum

TO : Chief, Administrative Staff

DATE: 2 August 1963

FROM : Chief, Records & Services Branch

SUBJECT: Monthly Activity Report

1. PROJECTS AND STUDIES IN PROCESSVital Records

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On 11 July 1963, the Deputy Chief, Passenger Movement Branch, accompanied the Logistics Records Management Officer to [REDACTED] to review the Transportation Division vital records. It was found that the majority of the material on file was outdated. The operating procedures in the event of an emergency were brought up to date and a recheck was made of the forms necessary for a 48 hour operating supply. Some of the material was brought back to headquarters for review and updating by the Cargo Branch.

2. ITEMS OF INTERESTPersonnel

The temporary assignment of [REDACTED] to the Logistics Security Staff for a three month period has ended and she is now back in her regular position as a member of the Records & Services Branch.

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A substitute Communicator, [REDACTED] has been detailed to the Logistics Signal Center for 2 weeks by the Office of Communications to fill in while [REDACTED] is on vacation.

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[REDACTED] 25X1A9a

Distribution:

Orig - Addressee

1 - AS/R&S

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